## Security Sergeant, FSL-4

<table>
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<tr>
<th>DEADLINE FOR APPLICATIONS:</th>
<th>2 August 2009</th>
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<tbody>
<tr>
<td>DATE OF ISSUANCE:</td>
<td>3 June 2009</td>
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<tr>
<td>ORGANIZATIONAL UNIT:</td>
<td>International Criminal Tribunal for Rwanda</td>
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<td>DUTY STATION:</td>
<td>Arusha</td>
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<tr>
<td>VACANCY ANNOUNCEMENT NUMBER:</td>
<td>AR-09-JLS-UNDF-INT-001</td>
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The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the funds. As the international tribunals are not integrated in the Secretariat, UN staff Members serve on assignment or secondment from their parent department/office if selected.

### Remuneration


### Responsibilities

Under the overall command of the UNDF Commanding Officer and the direct supervision of the Security Lieutenant, the Security Sergeant is required to perform the following duties:

- Conducts daily briefings and assigns officers to various posts and functions at UNDF;
- Responsible for the maintenance of the shift duty roster, personally inspects officers assigned to his/her squad, prior to the assumption of post;
- Assists in the preparation of the security plans;
- Conducts and supervises detainees activities and maintains the good order while on shift within UNDF premises;
- Oversees the official clearance and entry of all visitors and staff;
- Supervises staff and carries out inspections to ensure that security officers and Tanzanian prison officers on duty are discharging their functions appropriately;
- Responsible for overall equipment/weapon inventory and safe keeping assigned to the shift;
- Briefs officers under command of possible security threats and related operational plans;
- Submits final reports and recommendations to immediate supervisor in connection with shift activities;
- Prepares written reports of all unusual incidents;
- Liaises and meets as necessary with the Tanzania prison team leaders or as directed by immediate supervisor, regarding security of the UNDF;
- Counsels and trains security officers and Tanzanian prison officers under command;
- Performs any other related duties as required or as assigned by supervisor.

### Results Expected

Staff under command is well supervised and given direction, counseling and monitoring as required. Recommendations are made relative to the utilization of available staff and improvement of security coverage within the operational area. Improvement of the good order and the respect of Detention Unit Rules.

### Competencies

#### Professionalism


#### Communications

Proven ability to write concisely and clearly and communicate effectively orally; good communication skills to train other security and safety officers; demonstrated ability to explain UN security policies and procedures; effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; Maintains a high sense of confidentiality.

#### Teamwork

Good inter-personal skills; works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; ability to work in a multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

#### Planning and Organizing

Good organization and co-ordination skills; ability to plan and organize assignment for officers under command; ability to provide oversight and take responsibility for delegated assignment of officers; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work.

#### Accountability

Takes ownership of all responsibilities and honors commitments; operates in compliance with the organizational rules and regulations; overseeing the implementation of policy and procedures; supports subordinates, provides oversight and takes responsibility for the delegated assignments and for all actions and decisions.

#### Client Orientation

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with them by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; professional and courteous attitude and demonstrated ability to work effectively in a stressful environment.

#### Technology Awareness

Working knowledge of computer hardware and software programs applicable to the service; keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks.

### Qualifications

**Education**

Completion of secondary education with supplemental security training in prisons/police/military academy or college. First level University degree is an asset.
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<th>Work Experience</th>
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<td>A minimum of seven years of security related direct experience in either of prisons, police, military or other relevant military experience. Inclusively, he/she should have a minimum of three years experience with the United Nations security practises, procedures and methods. He/she must have considerable experience in a supervisory position.</td>
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<th>Languages</th>
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<td>English and French are the working languages of the International Criminal Tribunal for Rwanda. For the post advertised, fluency in oral and written English is required. Working knowledge of French language is an asset.</td>
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<td>The incumbent must have first level supervisory skills; certification as a Protection Professional (CPP) or Security Management certification or equivalent is an asset; demonstrated knowledge in NRBC (nuclear, radiological, biological and chemicals hazards), protection, investigations, searches and mine clearance, threat and risk assessment and surveillance systems is an asset; he/she must have knowledge of first aid, basic security methods and practices, and a valid driving license.</td>
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Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

APPLICATONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

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<th>How to apply</th>
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<td>Please send your application to the address, email or fax number indicated below before the deadline.</td>
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**International Criminal Tribunal of Rwanda**

**Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania**

Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org

Applications must be submitted using the United Nations Personal History form (P-11), [Click here to download P-11 form](#). The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax. Applicants may wish to retain copies of their completed P-11 form for use for future applications. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.